

## **CITY OF FRESNO**

220025

### **ADMINISTRATIVE MANAGER**

#### **DEFINITION**

Under general direction, supervises and administers the Administration Division of a major City Department.

#### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the Department Director. Exercises supervision over the daily operations of the Administration Division by planning, assigning, and directing the work of management, professional, and clerical staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

#### **DISTINGUISHING CHARACTERISTICS**

Administrative Manager is a division head in a major City Department. The incumbent is responsible for the overall management of the Administration Division, which includes the Fiscal, Personnel, and other assigned sections of the Department. Reporting to the Department Director, the incumbent exercises independent judgment relating to the development, revision, and implementation of various divisions, policies and procedures. This is an unclassified position in which the incumbent serves at the will of the Department Director.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

(May include, but are not limited to, the following:)

Assist the department director in establishing and implementing organizational policies and procedures for department operations; monitor effectiveness of policies and procedures and make revisions or recommendations for improvement as appropriate.

Direct and coordinate the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements and computer operations.

Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine appropriate action for improvement; advise department director on findings and methods of effective solution; prepare written reports and make presentations to various City groups and officials.

Prepare and/or supervise the preparation of the departmental budget; review, analyze, and compile budgets for various programs or divisions; explain needs and provide justification for items; review and decide on expenditure requests and budget variances.

Oversee the departmental computer operations; assist in the identification and recommendation of computer software and hardware needs, acquisition/installation, application design and implementation, and computer operation and maintenance.

Prepare or supervise the preparation of and review grant proposals for various programs and projects of the department; interface with governmental agencies regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects.

Manage and direct personnel actions; define and resolve complex work problems; establish work standards and operational objectives in assigned areas of responsibility.

Coordinate all audits related to departmental or program operation and services; explain procedures to auditors and serve as reference for questions.

Review, interpret, and analyze new and proposed legislation; determine effect of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation if appropriate.

Provide technical administrative support to City or departmental management, committees, or other personnel as assigned.

Participate in the selection of professional, paraprofessional, technical, and clerical personnel; establish work standards; supervise, train, and evaluate personnel.

Meet with other City departments, agencies, committees, community groups and public officials to coordinate and implement various projects and programs.

Represent the Department Director in administrative matters in the Director's absence.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Modern municipal management and public administration including current budgetary and fiscal operations and controls.

Applicable federal, state and local laws, rules and policies regarding local government operations.

Statistical and work measurements, development and implementation of standards and report presentations.

Principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

**Skills to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Prepare and administer department budget and policy statements.

Analyze a variety of administrative problems and make sound policy and procedural recommendations for their solutions.

Analyze and supervise the systematic compilation of technical and statistical data and prepare complex reports.

Present ideas, concepts and recommendations clearly and concisely in oral, written and chart form.

Build and maintain effective working relationships with staff, City officials and representatives of other government agencies, community leaders and the general public.

Plan, organize, supervise and evaluate the work of support staff.

**MINIMUM QUALIFICATIONS**

**Experience:**

Three years of professional, administrative, managerial, operations, budgetary or similar experience.

**Education:**

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Finance or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**Special Requirements:**

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_